



Women's Business Development Council

Torrington Grant Program Lead

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Torrington Grant Program Lead for the Torrington Municipal Grant Program to run the grant program for small businesses based in Torrington.

This position reports to the West Region Program Manager, and will work closely with the Opportunity Fund Program Manager. The Torrington Municipal Grant Program makes grants to men and women-owned small businesses who are based in the City of Torrington. This is a leadership role for a disciplined and action-oriented individual, who can handle multiple priorities simultaneously, and seamlessly.

WBDC is currently operating in a hybrid model, with staff expected to be in the office 2-3 days/week. This position will be based in WBDC's Waterbury office. Travel to Torrington and our offices in Stamford, New Haven and New London, as well as other locations across Connecticut, will be required on a regular basis. The salary range for the role is \$50,000 to \$55,000 plus benefits. This role is 12-18 months in duration, pending funding.

WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption.

Duties and Responsibilities

- Manage the development and implementation of WBDC's Torrington Municipal Grant Program, launch anticipated for summer 2023
- Oversee program launch and execution to support the goal of getting small amounts of capital to businesses to help them grow, to create income and jobs in the City of Torrington
- Manage all processes, including the tracking of applications, awardees, and delivery of funds
- Manage the efficient screening of applications by the external review committee
- In collaboration with the West Program Manager and the Torrington Business Advisor, drive the execution of Torrington Grant Program outreach strategies to build awareness and reach diverse men and women throughout the City of Torrington, by cultivating and nurturing relationships with community partners, corporate, local, and non-profit partners to build referrals, and representing WBDC at events
- Set up and facilitate classes for businesses in Torrington, working with WBDC business advisors
- Work with the West Program Manager and the Opportunity Fund Program Manager to ensure effective implementation of the grant program, tied to project deliverables
- Track and provide reports on impact (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Develop strong working relationship with the City of Torrington, to execute the grant program
- Develop and track operational metrics for the grant program
- Engage with the Finance team to track overall program budget and grant funds, and ensure appropriate use

- Engage with the Marketing team in promoting the grant program to reach new applicants, as well as to share the impact of the program with donors
- Continue to evolve the program based on our experience and learnings, for maximum impact
- Work with Programs Team to develop and deliver information sessions and marketing of programs
- Develop and maintain relationships with community partners in the City of Torrington
- Manage programmatic volunteers; develop and maintain relationships with volunteers, including vetting volunteer instructors, counselors, and advisors; work with team to ensure seamless tracking and reporting
- Represent and assist at WBDC programs and events
- Represent WBDC at partner events and meetings
- Special projects as needed. Perform other duties as required

Qualifications

- Minimum 5 years professional experience, with proven results in program and project management, community building and customer service. Experience working with small businesses.
- Undergraduate degree in accounting, finance, management, economics, business administration or entrepreneurship required, MBA preferred
- Possess an entrepreneurial mindset - creative, motivated, enthusiastic, and energetic
- Strong project and process management skills
- Excellent people management skills
- Excellent oral and written communication skills; experience collaborating with a talented and passionate executive team
- Strong interpersonal skills, and ability to build trusted relationships
- Excellent attention to detail and strong organizational skills
- Commitment to results; “can-do” mindset; outstanding problem-solving ability
- A natural curiosity and a “big picture” mentality; passion for the organization’s mission
- Fluency in English. Fluency in Spanish a plus
- Proficiency with Microsoft Excel, Outlook, PowerPoint, and Word
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, the Women’s Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC’s mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut’s 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates should email their cover letter and resume to resumes@ctwbdc.org. Please list WBDC TORRINGTON MUNICIPAL GRANT PROGRAM LEAD in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.